

# Rosebank Nursery Handbook 2022



The current pandemic continues to affect the normal running of nurseries in many ways. This Handbook reflects the way the nursery *usually* runs but does not cover all of the changes that we have made because of the pandemic. Our arrangements have changed in many ways since March 2020, and may well change again, depending on how the pandemic develops. For the most up-to-date information about any aspect of the work of the nursery, please make contact and we will be able to tell you about our current arrangements. For the latest information about how the pandemic affects children, young people and families across Scotland, please visit the Scottish Government website, which has helpful information [about Coronavirus and its impact on education and children](#).

# Welcome to Rosebank Primary School Nursery

*Dear Parent or Carer*

It is a real pleasure for me to introduce this handbook to you. I hope you will find it useful and informative. The Nursery is a vital part of the school and sets the scene for children to become lifelong learners. Scotland's Curriculum for Excellence recognises the importance of a strong start in the early years which your child will experience here at Rosebank Nursery.

We will work in partnership with you and your child to develop independence, confidence and high aspirations for all. By bringing your child to Rosebank Nursery, you have become part of our team so please feel free to contact us with any questions you may have.

We hope our Nursery will provide a caring, happy, safe and stimulating environment for your child and we are sure s/he will enjoy their time here with us.

*Yours sincerely*

*Lisa Campbell*

Head Teacher

## **ROSEBANK NURSERY**

Rosebank Primary School  
Lodgehill Road  
Nairn  
IV12 4RB

Tel: 01667 454090

Email: [lisa.campbell@highland.gov.uk](mailto:lisa.campbell@highland.gov.uk)

Website: - <https://sites.google.com/nairnacademy.net/rosebank-primary-school>

Facebook: <https://www.facebook.com/rosebankprimarynairn>

## Nursery Aims

We aim to:

- Provide a happy, stimulating and caring environment in which each child's individual developmental needs are met
- Provide opportunities for exploration and discovery for all children, irrespective of gender, race or religious belief
- Encourage and support family engagement
- As part of a nurturing school and in line with the Wellbeing Indicators, strive to build self-esteem, confidence and independence in a safe and secure environment
- Encourage appropriate behaviour through the use of positive praise and encouragement
- Provide opportunities for all children to participate in rich learning experiences across all curricular areas including outdoor learning in line with the 'My World Outdoors', 'Out to Play' and Space to Grow guidelines
- Regularly plan and evaluate our provision taking full account of national guidance and initiatives such as;  
National Practice Guidance on Early Learning and Childcare; Building the Ambition, Pre-birth to Three, Getting it right for every child and Curriculum for Excellence
- Ensure that all staff members have opportunities for continuing professional development and training, including that required to meet the Scottish Social Services Council (SSSC) registration
- Ensure that we are meeting the National Health and Social Care Standards and SSSC codes of practice

## Nursery Staff

### Early Years Practitioners (EYPs)



Mrs Claire Challinor



Mrs Ashley Kitson



Mrs Jayne Tebb



Miss Abi Ferrie



Miss Karen Ross



Mrs Alison Barson



Miss Carol Madle



Mrs Lea Gurley



Miss Nina Kirk

### Head Teacher (HT)



Miss Lisa Campbell is the Head Teacher  
Of Rosebank

### Depute Head Teacher



Mrs Linsey Matheson is the Depute Head Teacher  
at Rosebank and has overall responsibility for the  
Nursery.

## Nursery Hours

Rosebank Nursery is open from 8am until 4pm, Monday - Friday (school term-time only).

Each child is eligible for 1140 hours of Government funding per year. This equates to 30 hours per week with a term-time only placing. You can choose to split these hours with another childcare provider. (The amount of weekly hours would be reduced if you are banking hours to use at a different setting during the school holidays.) Should you require any additional hours you will be charged at the current rate of £4.70 per hour.

When you enrol your child we will ask you to complete a nursery preferred hours request form. When enrolment is completed we will look at all the requests to see if they are possible. You will receive confirmation as to whether or not we are able to accommodate your request. Once hours have been confirmed they will be fixed for the academic year and cannot be changed.

### Additional Information

All children must be accompanied by an adult to and from Nursery. Other children may not escort children to and from our Nursery. If your child is to be collected by someone other than the usual carer, please inform the nursery staff as we will not hand your child over to someone we do not know. If you are going to be late picking your child up, please telephone the school as soon as possible.

## Nursery Admissions

### "Three year olds"

Three year olds are eligible for funding from Highland Council as follows:-

#### **Third Birthday**

1 March 2019 - 31 August 2019

1 September 2019 - 31 December 2019

1 January 2020 - 28 February 2020

#### **Funding From**

August 2022

January 2023

April 2023

### "Four year olds"

Those born on or between 1<sup>st</sup> March 2018 and 29<sup>th</sup> February 2019 are eligible for a funded place from August 2022. The nursery is open to all but priority is given to children who live within the Rosebank Primary School catchment area. All children have access to all the facilities at the nursery irrespective of race, religion, culture or disability.

# **General Information**

## **School Holidays/In-Service Days**

The following link provides details of the school calendar for the 2022/23 session.

[https://www.highland.gov.uk/info/878/schools/32/school\\_term\\_dates](https://www.highland.gov.uk/info/878/schools/32/school_term_dates)

## **Adverse Weather Conditions and Emergency Closures**

All schools have a dial-in service if there is a risk of closure due to adverse weather. To use this service:-

- Dial Highland Council's access number – **0800 564 2272**
- Enter the pin number for Rosebank Primary School – **04 2880**.
- Listen for confirmation that you have the correct school  
Press 1 to hear any message regarding adverse weather.



Log onto [www.highland.gov.uk/schoolclosures](http://www.highland.gov.uk/schoolclosures) which gives information about individual school closures or listen to MFR broadcasts.

## **Up To Date Information**

Please advise us of any change to your emergency contact details such as new mobile phone numbers or changes of names and addresses. It also helps to let staff know about any changes to your personal circumstances so we can best support your child through difficult times and keep your child safe. All such matters are treated with compassion and confidentiality.

## **Attendance**

Your child will gain much from attending nursery regularly. They will build up familiarity with the routines helping them to build up their own self- confidence and independence along the way. They will develop friendships and get to know the staff and school layout well.

## **Absences/Illness**

If your child is absent you must phone us on the Absence Line (01667 458920) before the beginning of the session.

If your child has sickness or diarrhoea, please keep them at home for 48 hours from the last bout of illness in line with our, "Infection Control Policy." If your child becomes ill or has an accident during nursery, we will contact you by telephone. In the event of there being no reply, we will ring your emergency contact.

Children receiving out of home care including nursery, are at greater risk of coming into contact with infections, so it is especially important to make sure that they have had all the relevant vaccinations.



## **Clothing**

Children attending Rosebank Nursery can wear a school sweatshirt, however this is not essential. As Rosebank Nursery is an indoor/outdoor setting, the children have access to the outdoors all year round and therefore, it is essential that all children have suitable clothing for all weathers. As part of our Nursery ethos we embrace the fun and learning that can be had in all weathers.

All children have access to 'Messy play' therefore we recommend that children do not come in their best clothing!

Should your child be in nappies, parents/carers must please provide nappies, wipes and nappy bags.

## **Recommended clothing list:**

- Indoor clothing that can get messy (sweatshirt, jogging trousers/leggings)
- Waterproof trousers and jacket (thickness depending on season)
- Warm footwear/wellies
- Indoor shoes (easy for child to put on independently)
- Spare clothing (just in case)
- Gym bag



## **Seasonal:**

- Gloves, hat, scarf, spare socks
- Sunhat, sunshades (sun protection is essential)

## **Important**

The nursery has waterproof suits available for the children. Please keep outdoor footwear on when arriving at nursery as many children like to go straight outside. Please ensure that all clothing/footwear is labelled.

## **Snack**

The snack is supplied by the school. Fresh fruit, water and milk are offered daily. We operate a 'flexi snack' which gives the children the freedom to choose when to have their snack throughout the duration of their session. Snack is served morning and afternoon and water is always available. Children are encouraged to develop self-help skills and are actively involved in the preparation of food, setting tables and cleaning up.

If your child has allergies or special dietary requirements, please discuss with staff prior to your child's start date. We endeavour to meet all the children's dietary and medical needs.

## **Lunch**

Children attending our ELC setting are entitled to lunch prepared by our catering team. Each day your child will have two choices for lunch. If your child has a specific dietary need, this should be identified at enrolment and communicated with the ELC team. Lunch menus will be shared by the Nursery team.



# The Curriculum

Your child will be introduced to many exciting activities during their time at Nursery. Much of the learning will be through play and the children will be offered a range of experiences led by and supported by the team. While the children are playing, they are learning to co-operate with others, to listen, to talk, to organise, to weigh, to measure etc. The children will be encouraged to make choices and decisions for themselves - deciding what, how and who to play with.

Adults will observe the children's needs and interests and give the appropriate support. Children in the nursery will be working towards the early level of the curriculum for excellence. Staff work with the children to plan experiences around the eight different core areas of;

- Health & Wellbeing
- Literacy & English
- Numeracy & Mathematics
- Sciences
- Social Studies
- Religious and Moral Education
- Expressive Arts
- Technologies



## Health & Wellbeing

Social and Emotional Wellbeing : Children will be encouraged to make choices, develop their interests, communicate their needs and express their feelings. Through taking turns and sharing, children will learn to be considerate and respectful towards others.

Physical Wellbeing: Children will develop movement skills through daily energetic play opportunities both indoors and out. As they learn about their own bodies, children will become aware that being active is good for them and the effects of exercise on their bodies.

Food and Health: Through preparing, enjoying and tasting a range of foods in a variety of situations they will learn how different foods keep us healthy. Children will learn to look after their bodies and understand about growth and development.

Safety Awareness: Children will have opportunities to learn how to keep themselves and others safe. They will be encouraged to become aware of danger in a variety of situations, to learn that some substances are harmful and understand the impact of their behaviour.

## **Literacy & English**

Children will learn to listen and talk to others, extend their vocabulary and share imaginative ideas. Through playful approaches, children will be encouraged to recognise their name, letters and some familiar words they may see in their environment. A range of tools and materials will be provided for children to use in mark making. Storytelling, singing and rhymes are part of the everyday routine in our nursery.

## **Numeracy & Mathematics**



When planning children's learning in numeracy and mathematics, staff will consider making links with other areas of the curriculum both within the playroom and outdoors. Real contexts will be included and a wide variety of technology used. Children will have fun with numbers, explore order, pattern, size, coins and the sequence of time via everyday play activities.

There will also be a variety of opportunities for children to experiment with both 2D and 3D shapes. Children will be encouraged to use the language of maths through playing games and working together to solve problems.

## **Sciences**

In our setting, the children will observe living things, learn how to care for them and become aware of their similarities and differences. There will be opportunities to explore different types, sources and uses of energy. The importance of electricity in daily life will be discussed and the dangers highlighted. Children will investigate the weather, the four seasons and the different forms and uses of water. They will learn about outer space, the earth, the sun, the moon and the sky, exploring their links to familiar daily time patterns such as night and day. Through creative play, children will find out about different materials and their associated uses. Pupils will also discover how to use their senses to their full potential.

## **Social Studies**

Children will be encouraged to care for the natural environment and will learn about their local community and services provided within it. They will find out about the roles that different people play and how they can help us. They will be able to look at a variety of resources to explore how people's lives in the past were different from their own.



### **Religious and Moral Education**

Staff will use stories, images, music and poems to help children become familiar with the beliefs of Christianity and some other world religions. At all times, children will be encouraged to respect the beliefs of others. Children will develop an awareness of what is fair and unfair and the importance of caring for, sharing and co-operating with others. Celebrations, festivals and customs in the lives of Christians and other religious people will be discussed.



### **Expressive Arts**

Painting, drawing and junk modelling are part of our continuous provision as is role play, drama and music. Dance and movement are also an integral part of the early years curriculum provided here at Rosebank.

### **Technologies**

Learning in the technologies enables children to be informed, skilled, thoughtful, adaptable and enterprising citizens. Children will explore and use software and electronic equipment in order to develop skills, solve problems and communicate with others. Children will use visual and audio media to record their learning and will play with technologies in order to discover what they can do and how they can help us. They will learn how to reuse and recycle resources to help care for the environment within both the school and the wider community.



## Children's Voice

Children's interests are the main driver of planning and our staff work with the children to gather their ideas through mind maps, discussions and floor books.

We enjoy  
building and  
climbing



I like to play  
with trucks



We like to  
play outside  
with our  
friends



## Outdoor Education



At Rosebank nursery, we have our own dedicated outdoor area which we use every day - regardless of the weather! Please ensure your child comes to nursery with a coat and appropriate footwear. The children regularly play within the nursery garden, school playground and enjoy exploring the local community. When we go further afield, we always welcome volunteers to join us.



## **Parents/Carers as Partners**

Parents are a child's first educator and we are committed to working in partnership with you. You are welcome into the nursery at any time and we have open mornings/afternoons during the year where you can come and spend a whole session with us. If you have any particular skills or interests we could use in the nursery, please get in touch with us.

Some of you will be in day to day contact with the nursery staff and this is a good opportunity to discuss any concerns or issues you may have. Staff will also be available before and after sessions or alternatively you can make an appointment at your convenience.

Prior to beginning nursery both children and their carers will be invited along for a visit. If necessary, several visits can be arranged. Parents will be asked to complete an, "All About Me," sheet in conjunction with their child. Sharing information about your child enables us to assist with individual development e.g. self- help skills or toileting.

Through watching, listening to, playing, and talking together with your child, we support their learning through experiences and interactions that are tailored to their stage, development and interests. When your child begins at Rosebank Nursery, we will open your child's profile. This is a folder that contains observations about your child's learning and key information about them that you provide and that we gather.

### **The Profile is owned by your child and includes:**

1. **All About Me** - information that you provide about your child (this is reviewed and updated throughout the session)
2. **Developmental Overviews** - a tool created by Highland Council to capture information on the milestones that your child is developing [CLICK HERE to find out more](#)
3. **Personal Targets** - these are developed with your child based on their interests, their strengths and their areas for development
4. **Key Learning Observations** - observations of your child's knowledge, skills and interests.
5. **Wider Achievements** - information that you provide about your child out with nursery.

We believe that each child is an individual. We support their individual development, learning and wellbeing.

2 Parents' Evenings will be held each session where you will have the opportunity to meet with your child's key worker. Any parent who is concerned about their child's progress should request a meeting with the nursery staff; if concerns still exist a meeting should be requested with a member of the management team.



## How to support your child at home

- Talk to your child at every opportunity
- Sing and tell nursery rhymes
- Talk about the numbers, colours, words and letters you see when you are out and about
- Cook/bake together
- Allow your child to cut out and stick pictures from a magazine
- Share a book
- Use the weather - shadows, rain, puddles, mist, snow, wind etc to extend your child's vocabulary
- On a trip to the supermarket, talk about all the different packaging shapes
- Plant seeds or bulbs in a pot or garden patch



We use an electronic system called SeeSaw as a way to share general Rosebank Nursery information with you. This allows us to share information about the setting with you digitally. You will receive information about SeeSaw when your child first begins at Rosebank Nursery.





## Complaints Procedure

We hope that you will enjoy your child's time at our nursery and we welcome comments or suggestions which could help us improve our service. However, we are aware that difficulties can occur from time to time and we have a Complaints Policy which is posted permanently on our Nursery notice board, for future reference. If you feel unable to speak to nursery staff or the head teacher about a concern, then any parent or carer can contact the Care Inspectorate directly. The local address for our centre is:

Care Commission  
1<sup>st</sup> Floor Castle House  
Fairways Business Park  
Inverness  
IV2 6AA  
Tel: 01463 227630

## Outside Agencies

If there are concerns about a child's social, emotional or intellectual development parents are encouraged to share these issues with the nursery staff.

Our nursery has links with Psychological Services, Speech & Language therapists, Occupational Therapists, Dental Nurses, Physiotherapists, Health Service Professionals and Social Services. Links with these agencies will not be made without parents' prior knowledge and consent.



<u>Additional</u>	<u>Support</u>	<u>Needs</u>
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If your child requires support to access the curriculum, we follow the Highland Practice Model staged approach to assessing, identifying and supporting additional support needs. Each child has a, "named person," who is responsible for making sure that the child has support in place to enable

them to develop. Sometimes a child's plan may be put in place to help organise, monitor and regularly review your child's progress.

If you wish to find out more about the Highland Practice model or child's plan you can access more information at: <http://www.highland.gov.uk/learninghere/supportforlearners/>

### **Child Protection**

From time to time incidents can occur within the school setting which cause concern and could indicate that a pupil is suffering some form of abuse.

In terms of Highland Child Protection Committee Inter-agency Protection Guidelines, Education Service staff must report such incidents to Social Work Services which can lead to a joint Social Work/Police investigation.

All agencies involved in Child Protection are obliged to make the welfare of children their paramount consideration and this will be the priority for Education Service staff. At Rosebank we operate a rolling programme to ensure all staff are trained in Child Protection. Our named Child Protection Officer is the Head Teacher, Miss Campbell. In her absence, it would be the Depute Head Teacher, Mrs Linsey Matheson

More information about Child Protection Procedures within Highland can be obtained from the Child Protection Development Officer, Highland Child Protection Committee, Kinmylies Building, Leachkin Road, Inverness, IV3 8NN - Telephone (01463) 703483 or [http://www.highland.gov.uk/info/1361/childcare\\_and\\_family\\_care/438/child\\_protection](http://www.highland.gov.uk/info/1361/childcare_and_family_care/438/child_protection)



### **Policies**

The Nursery has an extensive range of policies, all of which are available in the Nursery for you to read at your leisure:

Anti-bullying	Equal Opportunities	Outdoor Play	Staff Development
Additional Support Needs	Healthy Eating	Outings and Trips	Transition
Behaviour Management	Health and Safety	Parental Involvement	Whistleblowing
Child Protection	Confidentiality	Race Equality	First Aid

### **Transition Arrangements**

Your children will experience many times of transition throughout their lives and we aim to make the transition from home to nursery and nursery into P.1 as smooth as possible for the children. At Rosebank Nursery, we pride ourselves on our transition model which is based on clear communication and a welcoming ethos.

All children coming to our nursery from another setting or starting early education for the first time will be offered the opportunity to attend an open session. Where possible, a member of our team will also visit your child in their current nursery setting so they can observe them in an environment they are comfortable in and discuss any concerns/issues with staff.

The nursery staff and P1 teacher maintain a close working relationship throughout the year which allows for joint planning and passing on of information. This ensures a positive transition to P1.



### **Visits and trips**

At the beginning of the year, we will seek parental permission to take your child into the local community. Small groups of children are regularly taken shopping or to the bank or post office.

Parents will be informed of all planned visits and trips outwith the local vicinity; separate permission will be sought on these occasions. Risk assessments for all trips are carried out in accordance with The Highland Council's Guidelines.



**Finally, we look forward to having your child at Rosebank Nursery and hope that you and your child have an enjoyable Nursery experience.**

Whilst the information in this handbook is considered to be true and correct at the date of publication, changes in circumstances after the time of publication may impact on the accuracy of the information.

Updated November 2021